



YARMOUTH SCHOOL DEPARTMENT

"Empowering All Students to Create Fulfilling Lives in a Changing World"

Andrew R. Dolloff, Ph.D.
Superintendent of Schools

Jodi McGuire
Director of Instructional Support

Herbert Hopkins
Director of Business Services

REQUEST FOR QUALIFICATIONS Space Utilization Study leading to a Strategic Facilities Plan for the Yarmouth School Department

The Yarmouth School Department, a 1,600-student public school system in Yarmouth, Maine is seeking responses from qualified firms for a space utilization study leading to a strategic facilities plan, with identified options for potential facilities construction, closure, or reconfiguration.

Anticipated Plan Elements: The department anticipates that the plan will include, but will not be limited to:

- Review of facilities condition and financial profiles
 - Document current conditions
 - Project repairs/replacements over the next 5-10 years
 - Identify potential expansion projects
- Update ten-year enrollment projections
- Review of Educational Programs and Goals
- Develop Options and Recommendations for a Strategic Facilities Plan
- Final Product
 - Written report with all findings and materials used

Response Submission:

- Interested firms should submit one paper copy and one electronic copy of a Letter of Interest with a Statement of Qualifications which includes the firm's:
 - A. qualifications to undertake this project;
 - B. experience with budgets and project cost control, with some results of the firm's activities;
 - C. list of projects that demonstrate the firm's capabilities;
 - D. list of recently completed work of similar type and size projects, with client contact information for each project;
 - E. profiles of key personnel who will be involved in the project;
 - F. statement of current workload and ability to absorb the project; and
 - G. list of business references other than those listed above, including contact information.
- Responses must be submitted in a sealed envelope marked, "Strategic Facilities Plan – Request for Qualifications."
- Responses must be received, on or before the deadline set forth below, by:
Herbert Hopkins
Director of Business Services
101 McCartney Street
Yarmouth, ME 04096
- FAXED RESPONSES WILL NOT BE CONSIDERED.
- **RESPONSE DUE DATE: Tuesday, April 26, 2016 on or before 12:00 p.m.**

Firms responding will be screened and interviewed on the basis of qualifications only. Project fees and specific design solutions for this project will not be discussed at the interview. Specific program information will not be available before the screening of qualification packages. The selection committee will rank all firms and negotiate fees with the highest ranked firm.

Consideration of Responses: The Yarmouth School Committee shall review the responses received and schedule select firms to make presentations to the committee. If scheduled for a presentation, it is mandatory that the presentation be made by the person who will be the primary contact throughout the study.

Yarmouth School Department Information:

- Superintendent of Schools: Andrew R. Dolloff, Ph.D.



- Website: www.yarmouthschools.org
- 2015-2016 operating budget: \$22,012,742
- 4 Schools: (1) High School, (1) Middle School, (2) Elementary Schools
- Enrollment (approximate): 1,600

The above is a partial and condensed scope of work requested. Interested firms must also review and incorporate the requirements of the detailed description of the Request for Qualifications, which can be obtained by emailing:

Laurie Brigham
Administrative Assistant to the Superintendent
laurie_brigham@yarmouthschools.org
207.846.5586